



July 29, 2019

Ms. Emma Best
411A Highland Avenue
Somerville, MA 02144-2516

RE: FOIA Case No. 2019-FPRO-00968

Dear Ms. Best:

This responds to your Freedom of Information Act (FOIA) request dated May 21, 2019, in which you seek access to Postal Service records pertaining to 12 listed items. Specifically, you seek access to the following:

Documents generated as part of the creation of the FOIA office...to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership.
2. Documents discussing proposals and procedures.
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office.
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.
5. A copy of the agency's first perfected (successful) FOIA request.
6. Copies of other FOIA requests filed before the FOIA request described above.
7. Processing notes, search slips and response documents regarding the FOIA requests described above.
8. The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests.
9. A copy of the agency's first successful FOIA appeal.
10. Copies of other FOIA appeals received by the agency before the appeal described above.
11. Processing notes, search slips and response documents regarding the FOIA appeals described above.
12. The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals.

As noted in our May 24, 2019 letter, items 3 and 9-12 of your request was referred to the Law Department for necessary action and direct response to you. We understand that by letter dated June 19, 2019, Law Department officials responded to these portions of your request.

In response to item 8, enclosed you will find nine pages of documents, released to you in full.

For the remaining portions of your request, 1, 2, and 4-7, based on your description of records sought, a search was conducted of the files maintained by our Privacy and Records Management Office. Despite this diligent search, we were unable to locate responsive documents.

We note that you are seeking records relating to the creation of the FOIA office more than 50 years ago. As information, if any responsive records did exist, they would have been disposed of in accordance with established postal regulations.

If you are not satisfied with the response to this request, you may file an administrative appeal within 90 days of the date of this response letter by writing to the General Counsel U.S. Postal Service 475 L'Enfant Plaza SW Washington, DC 20260 or via email at FOIAAppeal@usps.gov.

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. The letter of appeal should include, as applicable:

- (1) A copy of the request, of any notification of denial or other action, and of any other related correspondence;
- (2) The FOIA tracking number assigned to the request;
- (3) A statement of the action, or failure to act, from which the appeal is taken;
- (4) A statement identifying the specific redactions to responsive records that the requester is challenging;
- (5) A statement of the relief sought; and
- (6) A statement of the reasons why the requester believes the action or failure to act is erroneous.

For further assistance and to discuss any aspect of your request, you may contact the FOIA Public Liaison listed below:

PRIVACY & RECORDS OFFICE
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 1P830
WASHINGTON DC 20260-1101
Phone: (202) 268-2608
Fax: (202) 268-5353
FOIA Public Liaison: Jane Eyre

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,



Cheryl Woody
Sr. Govt. Information Specialist

Enclosures